

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

QUALITY ASSURANCE OF STEEL BEARING PILES - ITEM 616, STEEL
SHEET PILING, WELDED AND SEAMLESS STEEL PIPE PILES (CAISSON PIPE)

- 1.0 PURPOSE
 - 1.1 To set forth procedure for Quality Assurance and Acceptance of steel bearing piles, sheet piling, and caisson pipe.
- 2.0 SCOPE
 - 2.1 This procedure shall be used by personnel of project level, District Storekeeper, and Materials Control, Soils and Testing Division.
- 3.0 NOTIFICATION OF SOURCE OF MATERIAL
 - 3.1 Submission of Form HL-454
 - 3.1.1 The Contractor will show on Form HL-454 the source of piling covered by this procedure.
 - 3.1.2 For piling orders placed by District Engineers or District Storekeepers under purchase orders, the HL-454 is not required. The source of supply will be obtained when purchase order is awarded.
- 4.0 INSPECTION AT SOURCE OF SUPPLY
 - 4.1 Materials Control, Soils and Testing Division will maintain identification of the source of piling, as shown on HL-454 or purchase order, in the applicable project file, but will not authorize inspection of the materials at the producing mill or intermediate supplier. Piling received at project site or by the District Storeroom will not have been pretested, inspected, or stamped by inspection agencies previously performing this assignment.

- 5.0 INSPECTION AND DOCUMENTATION PROCEDURE
- 5.1 Upon receipt of material at project site or District storage area, the following procedure will be initiated.
 - 5.1.1 Visual Inspection by District Personnel
 - 5.1.1.2 This visual inspection must encompass an inspection of piling for damage to flanges and/or webs. Verification that material received agrees with purchase order or contract plans regarding size of piling required, the recording of quantity, size, and length by heat number.
 - 5.1.2 A log should be maintained to assure that sufficient acceptable piling is received to meet the quantity shown on the contract plans or purchase order. Format for this form is attached as Exhibits 1 or 2. All information required on Exhibit 1 or 2, except "Accepted Under Laboratory Number", shall be completed by project or District personnel. The laboratory number will be entered by Materials Division personnel.
 - 5.1.3 Test Reports
 - 5.1.3.1 Test reports must be from the material producer in order to determine specification compliance. These test reports may accompany the shipment of piling or may be obtained through the Contractor.
 - 5.1.3.2 Test reports must be reviewed for compliance to the latest applicable specification or to the specification in effect at the time Contract is awarded.
 - 5.1.4 Submission of Test Reports
 - 5.1.4.1 One copy of test report obtained from the producer shall be submitted to Materials Control, Soils and Testing Division.
 - 5.1.4.2 A carbon copy of form referenced in Section 5.1.2 shall accompany the submission of test reports.
 - 5.1.4.3 A properly executed Exhibits 1 or 2 shall be submitted for each shipment of piling received.

- 5.2 Procedure at Division Level
 - 5.2.1 Review and Distribution of Test Reports
 - 5.2.1.1 Test reports submitted by project or District Storekeeper personnel will be reviewed by personnel of Materials Control, Soils and Testing Division for compliance to the applicable specification.
 - 5.2.1.2 Test reports meeting the requirements of the governing specification will be accepted by Materials Control, Soils and Testing Division. Test reports will be stamped "Checked and Accepted", signed and dated by personnel reviewing test report.
 - 5.2.1.3 Test reports will be assigned a laboratory control number for identification purposes.
 - 5.2.1.4 Test reports and Exhibit 1 or 2 will be distributed as outlined below.
 - 5.2.1.5 Distribution of test reports submitted by project personnel will be:
 - 1 copy to applicable District
 - 1 copy Materials Division Central File
 - 1 copy to Design Division (when applicable)
 - 5.2.1.6 Distribution of test reports submitted by District Storekeeper will be:
 - 3 copies of Maintenance Division
 - 1 copy to Materials Division Central File
 - 1 copy to Design Division (when applicable)
- 6.0 ACCEPTANCE OR REJECTION OF PILING
 - 6.1 Piling failing to meet the requirements of the visual inspection or the requirements of the governing specification shall be rejected. At the discretion of the project or District Engineer, rejected piling shall be replaced.

- 6.2 Based upon acceptable results of Section 5.1.1 and Section 5.1.3, the Project Engineer or District Engineer has the authority to accept piling.



Gary L. Robson, Director
Materials Control, Soils
and Testing Division

GLR:k

Attachments

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ATTACHMENT 1
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EXHIBIT 1

| Purchase Order No. | District | Supplier (Mill) | Bridge Number (if applicable) |
|--------------------|----------|-----------------|----------------------------------|
|--------------------|----------|-----------------|----------------------------------|

REQUIRED

RECEIVED

| Piling Size & Total Length | Quantity | Heat Number | Length | Total Length Rec'd to date | Accepted Under Laboratory No. |
|----------------------------|----------|-------------|--------|-------------------------------|----------------------------------|
|----------------------------|----------|-------------|--------|-------------------------------|----------------------------------|

I certify that the above listed material has been visually inspected by me and found to meet specification requirements.

District Storekeeper or Authorized Representative

Title

